



Public Health

Temporary Food Establishment (TFE) Food Vendor Application

This TFE application must be completed and submitted to the Durham County Department of Public Health to provide information about all food preparation and sales to the public at any public event or exhibition within Durham County.

Application and permit fees (Permit fee -\$75.00 per booth) must be submitted at least 15 calendar days before the event.

1. Name of Event: _____

2. Address of Event: _____

3. Event Dates and Hours of Operation: _____

4. Applicant Name: _____

5. Applicant Business Name: _____

6. Applicant Address: _____

7. Applicant Phone Number: _____

8. Applicant Email Address: _____

Will vendor prepare food prior to the event? Yes ____ No ____

If "Yes", all food must be prepared in an approved kitchen, not in a home kitchen. Provide a consent letter from the operator of an North Carolina permitted food service establishment, and list each food item which will be prepared in the permitted establishment.

10. Date and Time of Advance Preparation: _____

11. Provide a list of food equipment (Include cold holding, hot holding and cooking equipment as well as utensil washing and hand washing equipment):

12. Complete the food preparation chart below:

| Food/Beverage | Food Source | Predicted Volume | Preparation/Cooking/Holding Procedures |
|---------------|-------------|------------------|--|
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13. If food booth is operating at night, do you have lighting (bulbs must be shielded or shatterproof)?

14. Which best describes the source of water for your food booth?

Public water (supplied by coordinator) ____ On-site well ____ Water supplied by food vendor ____


15. Which best describes your means of wastewater disposal?

Grey water bin ____ Carry off site ____ Other _____

16. How will you dispose of garbage?

Event dumpster ____ Trash cans ____ Carry off site ____ Other _____

17. Draw or attach a diagram depicting your food booth set-up. Indicate tent dimensions (if applicable), placement of hand washing station, utensil washing sink, drain board, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers:



I have read and understand the requirements for permitting and operation of a temporary food establishment as outlined in the Temporary Food Establishment Guidelines and Checklist and as detailed in the Requirements for Temporary Food Establishments provided to me.

I understand that a permit cannot be issued unless all of the requirements are met.

Vendor signature _____ Date _____

Application and permit fees (Permit fee -\$75.00 per booth) must be submitted at least 15 calendar days before the event.

DCEH: Received date: _____ Permit fee paid _____ Payment type __CR __CK